

YOUTH SERVICES POLICY

Title: Reimbursable Expenses Next Annual Review Date: 08/14/2014	Type: D. Community Based Services Sub Type: 9. Placement, Transfer, Termination and Removal Process Number: D.9.9
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References: ACA Standards 2-7068 and 2-7115 (Juvenile Probation and Aftercare Services)	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 11/10/2011

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the Deputy Secretary's policy on reimbursable program related expenses.

III. APPLICABILITY:

Deputy Assistant Secretary – Community- Based Services, Regional Managers and employees of Community-Based Services.

IV. DEFINITIONS:

Agency - Youth Services, Office of Juvenile Justice (YS, OJJ).

Community- Based Services (CBS) - formerly known as the Division of Youth Services, including the regional probation and parole offices located throughout the state.

PPO/J - includes CBS probation officers (Probation and Parole Officer 1,2 and 3/Juvenile).

Supervising PPO/J - probation officer assigned to make contacts with the youth and facility representative while in a non-secure facility.

V. POLICY:

Any good or service not covered by a per diem contract and deemed necessary for youth in custody shall be purchased by YS, OJJ.

VI. PROCEDURES:

A. Before an item or a service not already available through an existing contract will be purchased, the following criteria must be met:

1. The item or service must be provided to promote the health, well-being, and/or treatment goals of the youth.

2. The item or service is neither available nor fundable through any other source, including the youth's family. (See Standard Operating Procedures for Non-Secure Care 3.17.1)
3. Prior approval, for the purchase of any item or service not covered by the contract per diem, shall be obtained from the Deputy Assistant Secretary - CBS or designee by the PPO/J.
4. Each attempt to locate an alternative source of funding shall be documented in the JETS case narrative by the PPO/J.
5. When purchasing emergency medications, medical supplies or equipment, use the following resources in the following order until the purchase is successfully made:
 - a. Ask the youth's parents to purchase the needed item;
 - b. Use the youth's Medicaid card or medical insurance; or
 - c. Request the facility where the youth is assigned purchase the item.
6. Payment for goods or services shall be made only in the form of reimbursement. Following approval from the Deputy Assistant Secretary - CBS or designee, the provider shall purchase the good or service and submit the original receipt/invoice to the PPO/J for reimbursement. The 156A process shall be utilized for reimbursements. The PPO/J shall be responsible for submitting the 156A to Central Office for approval and payment of said item.
7. Individual purchases of clothing shall be limited to less than \$350.00 per youth. The initial purchase of clothing does not require the approval of the Deputy Assistant Secretary - CBS. (See Standard Operating Procedures for Non-Secure Care 3.17.1).

Previous Regulation/Policy Number: D.9.9

Previous Effective Date: 11/09/2010

Attachments/References: